

HOPI VETERAN'S MEMORIAL CENTER
(Hopi Wellness Center)

HVMC SUPERVISOR

INTRODUCTION: This position is responsible for planning, coordinating and managing activities, i.e., physical, social, cultural, etc., of a multi-use facility.

DUTIES: (The following examples of duties are intended to be illustrative only and should not be viewed as all inclusive or restrictive)

1. Develops and implements operating policies & procedures and protocols for the multi-use facility in conjunction with established tribal goals & objectives; plans, researches, develops and recommends competitive fee structure, public relations and promotional program for the HVMC.
2. Coordinates and directs recreational activities, including but not limited to, athletic events, youth and teen programs, special interest classes and other related programs; promotes the HVMC for upcoming conventions, trade shows, conferences and other events; coordinates bookings for events and responsible for revenues and expenses generated by the HVMC.
3. Serves as direct line supervisor to facility staff including scheduling, mentoring/coaching & training; establishes and conducts annual performance & evaluations; monitors daily work activities to ensure that best work practices are followed; initiates personnel actions as necessary; ensures that facility staff produce a positive pro-active employee relations program.
4. Develops and monitors contracts, agreements, leases, rentals and permits for HVMC with business, vendors, suppliers and the general public; prepares rules and regulations, contracts, agreements and correspondence in order to effectively carry out HVMC policies among organization, business, vendors and general public.
5. Prepares and submits required reports; may also be required to conduct verbal reports; assists with preparing fiscal budgets; confers with supervisor on facility expenditures; keeps supervisor abreast of upcoming events, projects, etc.
6. Supervises implementation and enforcement of risk management and safety policies, regulations and procedures; works in compliance with Office of Safety and Health Administration (OSHA) regulations; reports unsafe activities and conditions.
7. Performs other related duties as assigned or authorized in order to achieve center/tribal goals and objectives.

COMPLEXITY: The work involves various duties involving different and related process and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each assignment and the chosen course of action may have to be selected from many alternatives.

SUPERVISION RECEIVED: The incumbent is under general supervision and line authority of the HPDP Administrator. The incumbent and supervisor, in consultation, develop the objectives, priorities and deadlines. The incumbent plans and carries out the successive steps and handles problems in the work assignment in accordance with instructions, policies, previous training or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness and conformity to policy and requirements.

PERSONAL CONTACTS: Contacts are with employees within/outside the immediate work area, Tribal officials, Hopi Tribal Council, schools, villages/communities, personnel of private & public organizations and the general public. The purpose of these contacts is to exchange information, coordinate services, provide assistance and working toward building mutually beneficial professional relationships.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS: The work requires physical exertion such as long periods of standing, walking recurring bending, crouching, stooping, stretching, reaching or similar activities and lifting of moderate to heavy objects and some work in the office. The incumbent will be exposed to irritant chemicals requiring protective clothing & gear and adhering to safety precautions. The incumbent will be required to work evenings, weekends and/or holidays. Moderate travel on and off the reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:
 - A. Education : Associate's Degree in Recreation, Business or Public Administration or closely related field;

AND

- B. Experience : Three (3) years work experience in the recreation, health education or administration field developing & managing a convention or conference center which includes fiscal management and supervision;

OR

- C. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills, and Abilities:

A. Knowledge :

Knowledge of methods and techniques of program planning and objectives in public recreation
Knowledge of the political, cultural and socio-economic realities on the Hopi Reservation
Knowledge of promotional methods and techniques
Knowledge of recreational activities and the entertainment business

B. Skills:

Excellent skill in verbal and written communication
Excellent skill in organizational development & assessment
Excellent skill in customer service and public relations
Skill in working with diverse populations

C. Abilities:

Ability to plan, develop and implement a customer-focused program
Ability to analyze & assess systems failures and develop appropriate corrective action
Ability to identify potential sources of entertainment or other activities to promote the use of the facility
Ability to operate sports and recreational equipment and other related equipment
Ability to establish and maintain professional working relationship with others

NECESSARY SPECIAL REQUIREMENTS:

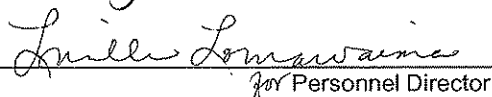
1. Must complete and pass the pre-employment screening in accordance with Hopi Tribal Policy.
2. Possess a valid Arizona Driver's License and complete & pass the Hop Tribe's Defensive Driving Course.
3. Possess or be able to obtain within 30 days of employment and maintain valid First-Aid and Cardio-Pulmonary Resuscitation certification.

REVIEWED BY: _____


Hiring Authority

5/21/08
Date

APPROVED BY: _____


for Personnel Director

5/21/08
Date